

**Annexure E**

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**Application for the Registration of Qualification on the National Qualifications Framework**

<b>This submission covers the following qualification</b>	
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This is a submission of

New qualification

Qualification for re-registration

<b>Name of body responsible for developing the qualification</b>				
<b>Name of contact person</b>				
<b>Position</b>				
<b>Postal address</b>				
<b>Email</b>				
<b>Telephone</b>	<table border="1"><tr><td></td><td><b>Fax</b></td><td></td></tr></table>		<b>Fax</b>	
	<b>Fax</b>			

The following documents have been attached to this submission:

Rationale for the qualification  
Evidence of national support  
Quality assurance checklist

Yes  
 Yes  
 Yes

No  
 No  
 No

**NQA check**  
 **NQA check**  
 **NQA check**

The preferred review date for these qualifications is	
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<b>Signature of contact person</b>	
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<b>Date</b>	
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## Checklist for the Quality Assurance of Qualifications

<b>Name of body responsible:</b>			
<b>Qualification Title</b> (show Reference Numbers if the qualification is being reviewed)			
	<b>Checked by</b>		Tick box for compliance, or include explanatory comments and expand in covering letter if required
<b>Requirement</b>	<b>Body</b>	<b>NQA</b>	<b>Comments</b>
<b>GENERAL</b>			
There is a clear and justified purpose for the qualification	<input type="checkbox"/>	<input type="checkbox"/>	
The content of the qualification aligns with the rationale and is consistent with the title	<input type="checkbox"/>	<input type="checkbox"/>	
The contents of the document are internally coherent, make sense and are simply stated	<input type="checkbox"/>	<input type="checkbox"/>	
Broad as well as specific outcomes are included	<input type="checkbox"/>	<input type="checkbox"/>	
Language is clear and does not present potential barriers to access	<input type="checkbox"/>	<input type="checkbox"/>	
Text is free from typographical, grammatical, and punctuation errors (publishable quality) & meets current formatting requirements	<input type="checkbox"/>	<input type="checkbox"/>	
<b>SPECIFICS</b>			
<b><i>1.Rationale</i></b>			
The purpose of the qualification is elaborated	<input type="checkbox"/>	<input type="checkbox"/>	
There is evidence of sector wide support for the qualification and its structure	<input type="checkbox"/>	<input type="checkbox"/>	

	Checked by		Tick box for compliance, or include explanatory comments and expand in covering letter if required
Requirement	Body	NQA	Comments
<b>2. Type of Qualification</b>			
The qualification fits the outcome, credit and level requirements for the relevant type of qualification on the NQF.	<input type="checkbox"/>	<input type="checkbox"/>	
<b>3. Qualification Structure</b>			
The total number of credits is shown	<input type="checkbox"/>	<input type="checkbox"/>	
Credits are shown for each Level	<input type="checkbox"/>	<input type="checkbox"/>	
Credits by level are shown for each set (and strand)	<input type="checkbox"/>	<input type="checkbox"/>	
The arithmetic is correct	<input type="checkbox"/>	<input type="checkbox"/>	
Other bodies whose unit standards are used are listed (where relevant)	<input type="checkbox"/>	<input type="checkbox"/>	
<b>4. Title</b>			
The title is concise, distinctive, appropriate and indicative of the content	<input type="checkbox"/>	<input type="checkbox"/>	
The title indicates the qualification type	<input type="checkbox"/>	<input type="checkbox"/>	
The title includes a Classification category	<input type="checkbox"/>	<input type="checkbox"/>	
The title does not refer to products, organisations or documentation.	<input type="checkbox"/>	<input type="checkbox"/>	
<b>5. Outcomes</b>			
The outcome(s) represented by attainment of the whole qualification is stated clearly	<input type="checkbox"/>	<input type="checkbox"/>	
Component outcomes that make up the qualification are stated	<input type="checkbox"/>	<input type="checkbox"/>	
The component outcomes are expressed as specifically as possible	<input type="checkbox"/>	<input type="checkbox"/>	
Details of component outcomes not unit standards are publicly accessible and include criteria for assessment decisions	<input type="checkbox"/>	<input type="checkbox"/>	
Component outcomes not unit standards are appropriately assigned Levels and credit values	<input type="checkbox"/>	<input type="checkbox"/>	

	Checked by		Tick box for compliance, or include explanatory comments and expand in covering letter if required
Requirement	Body	NQA	Comments
<b>6. Purpose</b>			
The purpose statement is consistent with the rationale	<input type="checkbox"/>	<input type="checkbox"/>	
Explanation for any strands or optional sets is provided	<input type="checkbox"/>	<input type="checkbox"/>	
Significant relationships with other qualifications are identified	<input type="checkbox"/>	<input type="checkbox"/>	
Entry restrictions are clear and the reason for restricted access given	<input type="checkbox"/>	<input type="checkbox"/>	
Guidance to potential graduates is clear.	<input type="checkbox"/>	<input type="checkbox"/>	
Registration or licensing requirements additional to the qualification are stated	<input type="checkbox"/>	<input type="checkbox"/>	
<b>7. Qualification Requirements</b>			
The requirements for the award of the qualification are coherent and simply stated	<input type="checkbox"/>	<input type="checkbox"/>	
Minimum number of credits and/or unit standards and/or outcomes are shown for each set	<input type="checkbox"/>	<input type="checkbox"/>	
Other maximum and minimum credit or level requirements are shown	<input type="checkbox"/>	<input type="checkbox"/>	
The qualification sets are shown in a sensible and logical order	<input type="checkbox"/>	<input type="checkbox"/>	
The components of each set are shown in a sensible and logical order	<input type="checkbox"/>	<input type="checkbox"/>	
All listed unit standards are currently registered	<input type="checkbox"/>	<input type="checkbox"/>	
Id, title, credit and level are shown for listed unit standards	<input type="checkbox"/>	<input type="checkbox"/>	
Unit standards are grouped by Classification category and listed in numeric order within each category	<input type="checkbox"/>	<input type="checkbox"/>	
Unit standards are listed before non-unit standard components	<input type="checkbox"/>	<input type="checkbox"/>	
Classification categories are listed in alphabetical order	<input type="checkbox"/>	<input type="checkbox"/>	
Credit transfer represents not more than 50% of the qualification requirements	<input type="checkbox"/>	<input type="checkbox"/>	

	Checked by		Tick box for compliance, or include explanatory comments and expand in covering letter if required
Requirement	Body	NQA	Comments
<b>8. Special Arrangements</b>			
Special arrangements for assessment are given, and include arrangements for external quality assurance	<input type="checkbox"/>	<input type="checkbox"/>	
Special arrangements for delivery of programmes are given	<input type="checkbox"/>	<input type="checkbox"/>	
Special arrangements do not represent unreasonable barriers	<input type="checkbox"/>	<input type="checkbox"/>	
<b>9. Transition Arrangements</b>			
Transition arrangements are in place to protect learners currently working towards an existing qualification	<input type="checkbox"/>	<input type="checkbox"/>	
Transition arrangements are in place to protect learner interests following the review of the qualification or its component unit standards	<input type="checkbox"/>	<input type="checkbox"/>	
The transition arrangements treat learners fairly	<input type="checkbox"/>	<input type="checkbox"/>	
<b>10. Body Responsible</b>			
Name shown is that recognised by NQA	<input type="checkbox"/>	<input type="checkbox"/>	

**On behalf of  
Body**

Checked by: \_\_\_\_\_

Date checked: \_\_\_\_\_

**On behalf of NQA**

Checked by: \_\_\_\_\_

Date checked: \_\_\_\_\_

To be submitted for the Re-registration of qualifications only

	Checked by		Tick box for compliance, or include explanatory comments and expand in covering letter if required
	Body	NQA	Comments
<b>REVIEW REPORT</b>			
Outlines the review process	<input type="checkbox"/>	<input type="checkbox"/>	
Provides rationale for, and summary of, the major changes	<input type="checkbox"/>	<input type="checkbox"/>	
Includes a summary of main changes to the content and/or structure of the qualification	<input type="checkbox"/>	<input type="checkbox"/>	
Outlines transition arrangements	<input type="checkbox"/>	<input type="checkbox"/>	

**On behalf of Body**

Checked by: \_\_\_\_\_

Date checked: \_\_\_\_\_

**On behalf of NQA**

Checked by \_\_\_\_\_

Date checked: \_\_\_\_\_